

BULK FILE REPORTING ADDENDUM

Addendum to the User Manuals for



Intra-governmental Payment and Collection System

**IPAC
IPAC ADMIN**

Effective: March 27, 2006

For more information contact:

Treasury Support Center

(866) 809-5218 or email IPAC@stls.frb.org

For additional copies of this manual, see:

<http://www.fms.treas.gov/goals/IPAC>

Copyright © 2006 by Financial Management Service, U.S. Department of Treasury

Table of Contents

Section 1 Purpose of this Addendum	3
Section 2 Bulk File Upload.....	5
Bulk File Upload Data Entry Fields	5
Bulk File Upload Function Buttons	6
Section 3 Bulk File Status Inquiry	7
Bulk File Status Inquiry Data Entry Fields	7
Bulk File Status Inquiry Function Buttons	8
Section 4 Bulk File Status Inquiry Results.....	11
Bulk File Status Inquiry Results Column Headings	11
Bulk File Status Inquiry Results Function Buttons	12
Section 5 View History.....	15
View History Header Information	15
View History Column Headings	16
View History Function Buttons	17
Bulk File History Report	18
Bulk File Report Request Data Entry Fields	19
Bulk File Report Request Function Buttons	19
Report Output Menu Options.....	20
Report Format Function Buttons	20
Report Format Status Buttons	21
Bulk File History Report Header Information	22
Bulk File History Report Column Headings.....	23
Section 6 View Confirmation.....	25
View Confirmation Header Information	25
View Confirmation Column Headings	26
View Confirmation Function Buttons	27
Bulk File Confirmation Report	27
Bulk File Report Request Data fields	28
Bulk File Report Request Function Buttons	28
Report Output Menu Options.....	29
Report Format Function Buttons	29
Report Format Status Function Buttons	30
Bulk File Confirmation Report Header Information	31
Bulk File Confirmation Report Column Headings	32
Section 7 View Errors	35
View Error Records Function Buttons	36
View Errors Column Headings	38
Bulk File Error Report	39
Bulk File Report Request Data Entry Fields	39
Bulk File Report Request Function Buttons	40
Report Output Menu Options.....	40
Report Format Function Buttons	40
Report Format Status Buttons	41
Bulk File Error Report Header Information	43
Bulk File Error Report Information	43
Section 8 View Error Record	45
View Error Record Header Information.....	46
View Error Record Function Buttons	47

Bulk File Addendum
Table of Contents

Section 9 View File	49
View File Header Information	49
View File Function Buttons	50
Section 10 Outgoing Bulk File Status	53
Outgoing File Inquiry Data Entry Fields	54
Outgoing File Inquiry Function Buttons	54
Outgoing File Status Inquiry Batch Results Column Headings	55
Outgoing File Status Inquiry Batch Results Function Buttons	56
View File Column Headings.....	56
View File Function Buttons	57
Appendix A Table of Figures	59
Appendix B Military Time Conversion Chart	61
Appendix C File Compression Utilities	63
Commercial Utilities.....	63
Freeware Utilities	63

Section 1 Purpose of this Addendum

The IPAC system allows users to process transactions between Federal Program Agencies by bulk file transmission.

Bulk file submitters will now be able to upload their files directly from the IPAC application instead of using Secure Transport. Users may continue to use the Bulk File Status button and view the status of PCA files they have just uploaded.

The Outgoing Bulk File Status button was added to the IPAC Base screen for users to download the ALC/DO Symbol file only. The Outgoing Bulk File Status button allows IPAC Admin users to monitor progress of files that are being generated.

The Bulk file screen shots used in this addendum are taken from the IPAC application. However, the Bulk file enhancements are consistent in both the IPAC base and IPAC admin systems, as shown in Figure 1.1.

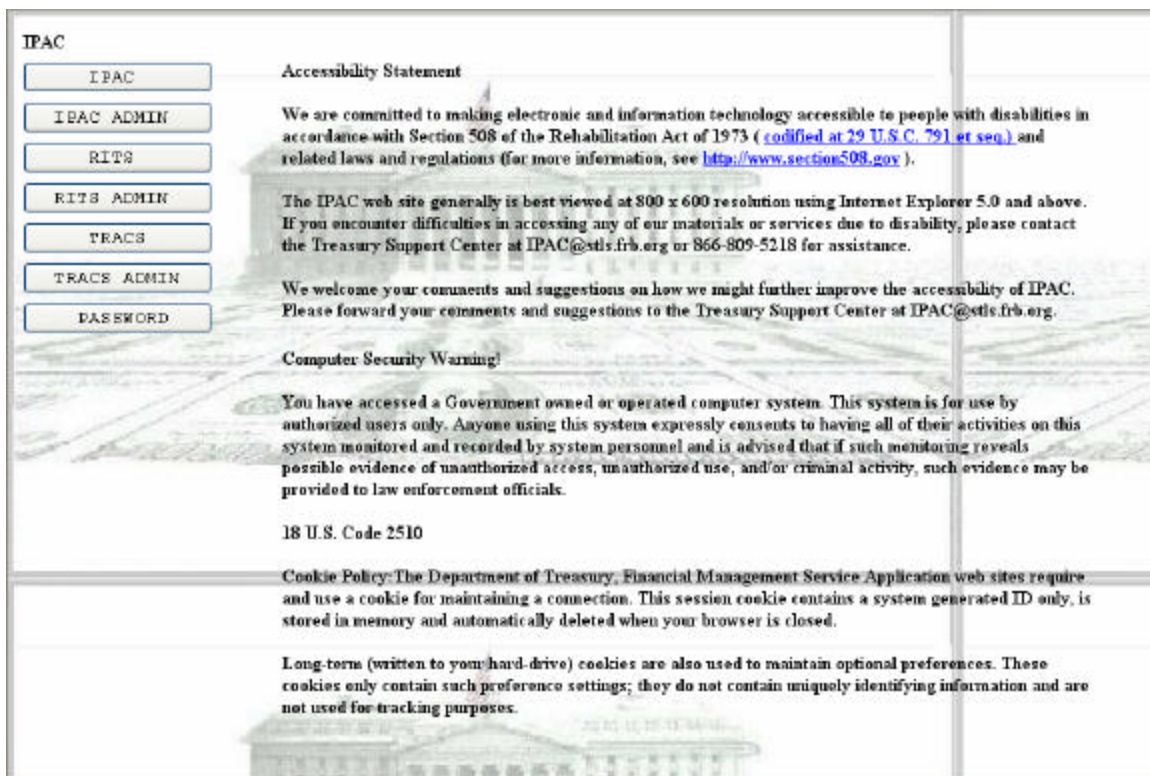


Figure 1.1 IPAC Main Menu (click IPAC or IPAC Admin)

The bulk automation process has changed from Secure Transport to Connect:Direct via lan to lan VPN tunnel. Anyone interested in becoming an automated bulk file user, please contact the Treasury Support Center at (866) 809-5218 or email IPAC@stls.frb.org.

Bulk File Addendum
Purpose of this Addendum

This page intentionally left blank.

Section 2 Bulk File Upload

This option allows users to upload the bulk file(s). Select the “Bulk File Upload” button from the IPAC Main Menu as shown in Figure 2.1.

The screenshot displays the IPAC (Intra-governmental Payment and Collection System) Main Menu. On the left is a vertical sidebar with buttons for 'IPAC', 'IPAC ADMIN', 'RITS', 'RITS ADMIN', 'TRACS', 'TRACS ADMIN', and 'PASSWORD'. The main area is titled 'Intra-governmental Payment and Collection System'. It features two columns of options, each preceded by a double arrow (==>). The left column includes: 'ALC' (with a text input field), 'Payment', 'Collection', 'Adjustment', 'Zero Dollar', 'SQL Information', 'Incomplete Transactions', 'Reports' (with a dropdown menu currently showing 'ALC Information'), 'Retrieve Report/Data Files', 'Report Retention Management', and 'Outgoing Bulk File Status'. The right column includes: 'Customer ALC' (with a text input field), 'Request Parent/Child Relationship', 'Request Special Requirements', 'Agency Special Requirement Request Status', 'Agency Billable Request', 'Agency Billable Status', 'Update Agency Information', 'Display Messages', 'Bulk File Status', and 'Bulk File Upload'.

Figure 2.1 Selecting Bulk File Upload (bottom right) from the IPAC Main Menu

After you select “Bulk File Upload,” the Bulk File Upload screen, shown in Figure 2.2, displays. This screen provides the opportunity to browse your directories and select bulk file(s) as shown in Figure 2.2.

The screenshot shows the 'Bulk File Upload' screen. At the top, the title 'Bulk File Upload' is displayed. Below the title is a row of four buttons: 'Upload File', 'Return To IPAC Main Menu', 'Clear', and 'Help'. In the center of the screen is a large, empty text input field. To the right of this field is a 'Browse...' button. At the bottom of the screen is another row of four buttons: 'Upload File', 'Return To IPAC Main Menu', 'Clear', and 'Help'.

Figure 2.2 Clicking Browse and Upload File from Bulk File Upload

Bulk File Upload Data Entry Fields

The Bulk File Upload screen has a single data entry field.

Browse:

Click “Browse” to navigate to the bulk file(s) to upload, which ultimately shows the address or location of the bulk file(s) in the Browse field. The system needs the location of the bulk file(s) for uploading.

Bulk File Upload Function Buttons

There are four function buttons on the Bulk File Upload screen (Figure 2.2).

“Upload File”

Finds the file using the location information next to the “Browse” button, and uploads that file so that it is shown in the Figure 4.1 Bulk File Status Inquiry Results screen.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without generating bulk file status results.

“Help”

Displays the system help information.

These buttons represent actions taken on bulk file(s) or navigation within the application.

Please note that the uploaded file is shown in the Bulk File Status Inquiry Results screen, Figure 4.1.

Section 3 Bulk File Status Inquiry

This option allows users to check the status of their bulk file(s). To receive bulk file status information, select the “Bulk File Status” button from the IPAC Main Menu as shown in Figure 3.1.

The screenshot shows the IPAC (Intra-governmental Payment and Collection System) main menu. On the left is a vertical sidebar with buttons: IPAC, IPAC ADMIN, RITS, RITS ADMIN, TRACS, TRACS ADMIN, and PASSWORD. The main area is titled 'Intra-governmental Payment and Collection System'. It contains two columns of options, each preceded by an '==>' button. The left column includes: ALC (with a text input field), Payment, Collection, Adjustment, Zero Dollar, SGL Information, Incomplete Transactions, Reports (with a dropdown menu currently showing 'ALC Information'), Retrieve Report/Data Files, Report Retention Management, and Outgoing Bulk File Status. The right column includes: Customer ALC (with a text input field), Request Parent/Child Relationship, Request Special Requirements, Agency Special Requirement Request Status, Agency Billable Request, Agency Billable Status, Update Agency Information, Display Messages, Bulk File Status, and Bulk File Upload.

Figure 3.1 Selecting Bulk File Status from the IPAC Main Menu

After you select the “Bulk File Status” button, the Bulk File Status Inquiry screen shown in Figure 3.2 displays.

The screenshot shows the 'IPAC - Bulk File Status Inquiry' screen. At the top, there are four buttons: Submit, Clear, Return To IPAC Main Menu, and Help. Below these are two columns of input fields. The left column contains: Upload ALC: * (with an asterisk), Start Date:, Start Time:, and File ID:. The right column contains: Logon ID:, End Date:, End Time:, and File Name:. At the bottom, there are four buttons: Submit, Clear, Return To IPAC Main Menu, and Help.

Figure 3.2 Type ALC and click Submit to inquire about the status of a bulk file

This screen allows you to enter specific parameters to retrieve the status of the bulk file(s) desired. The ALC is the only required field on this screen, and is denoted with an asterisk. If you enter your ALC leaving the other data entry fields blank, and click Submit, you will receive bulk file status information for the previous 100 files at 25 per page. However, if you enter a Start Date you must enter an end date.

Bulk File Status Inquiry Data Entry Fields

The Bulk File Status Inquiry screen contains eight data entry fields.

Upload ALC:

This is the ALC used for file upload purposes. This is not always the ALC for which transactions originate from within your bulk file.

Start Date:

The date, to be entered in YYYY-MM-DD format, that the search for Bulk File Status information is to begin.

End Date:

The date, to be entered in YYYY-MM-DD format, that the search for Bulk File Status information is to end.

Start Time:

The time, to be entered in military format, that the search for Bulk File Status information is to begin. Please reference Appendix B for a military time conversion chart.

End Time:

The time, to be entered in military format, that the search for Bulk File Status information is to end. Please reference Appendix B for a military time conversion chart.

Logon ID:

The alphanumeric characters assigned to the user to uniquely identify that user. The Logon ID of the person that submitted the file(s) should be entered in this data entry field.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

Note: You will not know the File ID for your file until you access the Bulk File Status Inquiry Results screen, shown in Figure 4.1. You may record the File ID for your file from the Bulk File Status Inquiry Results screen, and you can then use the File ID number as a parameter on the Bulk File Inquiry screen, shown in the Bulk File Status Inquiry Results screen (Figure 4.1), at a later time.

File Name:

This is the name of the file that was submitted. The Bulk File Submitter names the file. You may use the asterisk (*) and the percent (%) signs, as wild cards in the File Name data entry field. For instance, if you want to retrieve all your files that start with the letter "T", you could simply enter the following in the File Name data entry field: T*

Bulk File Status Inquiry Function Buttons

There are four function buttons on Bulk File Status Inquiry screen (Figure 3.2).

“Submit”

Accepts the information on the screen, and displays the specified results on the Bulk File Status Inquiry Results screen shown in Figure 4.1.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without generating bulk file status results.

“Help”

Displays the system help information.

Selecting “Submit” from the Bulk File Status Inquiry Results screen will display the screen shown in Figure 4.1.

Bulk File Addendum
Bulk File Status Inquiry

This page intentionally left blank.

Section 4 Bulk File Status Inquiry Results

This screen displays the results from the parameters entered on the Bulk File Status Inquiry screen. The file(s) that satisfy the criteria entered on the Bulk File Status Inquiry screen will display on the Bulk File Status Inquiry Results screen, show below in Figure 4.1. If there are more than 25 files, the Next and Previous buttons display.

IPAC - Bulk File Status Inquiry Results

View HistoryView ConfirmationView ErrorsView FileRefresh

New SearchReturn To IPAC Main MenuHelp

	Date	Time	Current Status	Additional Information	File Name	File ID	Upload ALC	Logon ID
<input type="radio"/>	03/15/2006	13:04:50	Transaction Processing Completed	Completed - No Errors	002006mod.B.TXT	21639	0	qauat500
<input type="radio"/>	03/15/2006	12:58:03	Transaction Processing Completed	Completed - 18 transaction(s) in error	002006.B.TXT	21638	0	qauat500
<input type="radio"/>	03/15/2006	10:41:22	Transaction Processing Completed	Completed - 1 transaction(s) in error	LACFAR001_20060315093648	21634	80000001	nasab500
<input type="radio"/>	03/15/2006	09:22:37	File Storage Aborted	Unknown File Type	FileDownloadaddet.txt	21627	0	qauat507
<input type="radio"/>	03/15/2006	09:22:12	File Storage Aborted	Unknown File Type	FileDownload.txt	21626	0	qauat507
<input type="radio"/>	03/15/2006	08:45:43	File Storage Completed	File Storage is 100% complete.	bulkcon.txt	21625	0	lmcda500

View HistoryView ConfirmationView ErrorsView FileRefresh

New SearchReturn To IPAC Main MenuHelp

Figure 4.1 Results from Inquiry screen

Bulk File Status Inquiry Results Column Headings

The Bulk File Status Inquiry Results screen has eight Column Headings.

Date:

Displays the file(s) submission date.

Time:

Displays the file(s) submission time, in military time. Please reference Appendix B for a military time conversion chart.

Current Status:

Displays the current status of files submitted. The following messages are possible status messages for your file(s):

File Transfer Started

File Transfer Completed

File Storage Started

File Storage Completed

Transaction Processing Started

Transaction Processing In Process

Transaction Processing Completed

Bulk File Addendum

Bulk File Status Inquiry Results

Note: The above messages can also be viewed on the View History screen, which is discussed in Section 5 of this Addendum.

Additional Information:

Displays additional information for your file(s). For example, if your file receives a current status message of “Transaction Processing Started,” you may receive a “50% transactions processed” message under the Additional Information column for your file, as well as number of errors in the file, if any. The messages in the Additional Information column are designed to give you a more descriptive status of your file.

File Name:

Displays the name of the file. This column contains the file name that was used to upload the bulk file. This column will not contain system renamed file names.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

Upload ALC:

The lowest number ALC assigned to a user with the bulk file submitter role will be their upload ALC. This is the Bulk File Submitter ALC directory that can be accessed by your User ID. This is not always the ALC for which transactions originate from within your bulk file.

Logon ID:

The alphanumeric characters assigned to the user to uniquely identify that user. The Logon ID of the person that submitted the file(s) should appear in this data entry field.

Bulk File Status Inquiry Results Function Buttons

If you want to review processing information related to a bulk file listed on the Bulk File Status Inquiry Results screen, you must select the option button for the status of the bulk file you want to view. Once you have selected the bulk file, you may click the “View History,” “View Confirmation,” “View Errors,” or the “View File” button to get information about the file. The option buttons are mutually exclusive and you can only select one bulk file at a time. If you want to refresh the screen results, perform a new search, return to the Main Menu or obtain help, an option does not need to be selected. The nine function buttons for the Bulk File Status Inquiry Results screen (Figure 4.1) are shown below.

“View History”

Displays the View History screen. This screen is further discussed in Section 5.

“View Confirmation”

Displays the View Confirmation screen. This screen is further discussed in Section 6.

“View Errors”

Displays the View Errors screen. This screen is further discussed in Section 7.

“View File”

This allows you to view the data contained in your file on the View File screen. This screen is further discussed in Section 8.

“Refresh”

Updates the information for “Current Status” and “Additional Information” to the most current information for your file(s).

“New Search”

Returns you to the Bulk File Status Inquiry screen.

“Next”/“Previous”

If there are more than 25 files, a “Next” button will display and this button will bring up the next 25 files or less. A “Previous” button will display when needed to allow you to navigate between the Bulk File Status Inquiry Results screens.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu.

“Help”

Displays the system help for this screen.

Bulk File Addendum
Bulk File Status Inquiry Results

This page intentionally left blank.

Section 5 View History

The View History screen displays the current status and the status history of your bulk file. To display the View History screen (Figure 5.1), select the file you want to view from the Bulk File Status Inquiry Results screen (Figure 4.1) and select the View History button.

The screenshot shows a web application window titled "View History". At the top, there are four buttons: "Download Submitted File", "Print", "Return to Bulk File Status Inquiry Results", and "Return To IPAC Main Menu". Below these buttons, the following information is displayed:

- Submitted Date:** 2002-10-30
- Submitted Time:** 10:15:42
- Logon ID:** cInca001
- File ID:** 205
- File Name:** PCAGSA1Detail.txt
- Current Status:** Transaction Processing - Completed

Below this information is a table with the following columns: Stage, Status, Date, Time, and Additional Information.

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2002-10-30	10:15:42	
File Transfer	Completed	2002-10-30	10:15:45	
File Storage	Started	2002-10-30	10:15:45	
File Storage	Completed	2002-10-30	10:17:44	File Storage is 100% complete.
Transaction Processing	Started	2002-10-30	10:19:46	Initial Start
Transaction Processing	In Process	2002-10-30	10:19:46	100% transactions processed
Transaction Processing	Completed	2002-10-30	10:20:58	Completed - No Errors

At the bottom of the screen, there are four buttons: "Download Submitted File", "Print", "Return to Bulk File Status Inquiry Results", and "Return To IPAC Main Menu".

Figure 5.1 Above the Column Headings is the View Header area on the View History screen

View History Header Information

There are six items in the header section of the View History screen.

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference Appendix B for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name :

Displays the name of the file. This column contains the file name that was used to upload the bulk file. This column will not contain system renamed file names.

Current Status:

Displays the current status of files submitted. The following messages are possible status messages for your file(s):

File Transfer Started
File Transfer Completed
File Storage Started
File Storage Completed
Transaction Processing Started
Transaction Processing In Process
Transaction Processing Completed

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2002-10-30	10:15:42	
File Transfer	Completed	2002-10-30	10:15:45	
File Storage	Started	2002-10-30	10:15:45	
File Storage	Completed	2002-10-30	10:17:44	File Storage is 100% complete.
Transaction Processing	Started	2002-10-30	10:19:46	Initial Start
Transaction Processing	In Process	2002-10-30	10:19:46	100% transactions processed
Transaction Processing	Completed	2002-10-30	10:20:58	Completed - No Errors

Figure 5.2 View History Columns

View History Column Headings

There are five column headings in the View History screen.

Stage:

The View History screen provides you with the current stage of your file. The three possible stages of a file are as follows:

Stage	Description
File Transfer	IPAC accepts the file.
File Storage	IPAC writes the file to the application database.
Transaction Processing	The application processes the file,

Status:

The View History screen provides you with status of your file. The status is directly related to the stage of the file. For instance, the stage of your file may be “File Storage” and the status may be “Started,” which means the File Storage process of the file has started. This can also be interpreted as IPAC has begun writing your file to the database. The four possible statuses are as follows:

Status	Description
Started	The beginning of stage(s) File Transfer, File Storage, and Transaction Processing.
Completed	The completion of stage(s) File Transfer, File Storage, and Transaction Processing.
In Process	The stage Transaction Processing is in process. Note: The Transaction Processing stage is the only stage that can have an in-process status.
Restarted	The stage Transaction Processing has restarted. This may be due to an unforeseen disruption in the process. Note: The

Status	Description
	Transaction Processing stage is the only stage that can have an Restarted status.

Date:

The date of a specific stage/status of your file, as shown in the screen below.

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2002-10-30	10:15:42	
File Transfer	Completed	2002-10-30	10:15:45	

Figure 5.3 Date Column Heading

For example, above the “File Transfer” process started and completed on October 30, 2002.

Time:

The time of a specific stage/status of your file. (This time is displayed in military time, please reference Appendix B for a military time conversion chart.) For example, above the File Transfer process started on 10-30-02 at 10:15:42 and the File Transfer completed on 10-30-02 at 10:15:42.

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2002-10-30	10:15:42	
File Transfer	Completed	2002-10-30	10:15:45	

Figure 5.4 Time Column Heading

Additional Information:

This area displays extra information about the processing or storage of your file.

Stage	Status	Date	Time	Additional Information
File Transfer	Started	2002-10-30	10:15:42	
File Transfer	Completed	2002-10-30	10:15:45	
File Storage	Started	2002-10-30	10:15:45	
File Storage	Completed	2002-10-30	10:17:44	File Storage is 100% complete.
Transaction Processing	Started	2002-10-30	10:19:46	Initial Start
Transaction Processing	In Process	2002-10-30	10:19:46	100% transactions processed
Transaction Processing	Completed	2002-10-30	10:20:58	Completed - No Errors

Figure 5.5 Additional Information Column Heading

View History Function Buttons

There are four function buttons on View History screen (Figure 5.1).

“Download Submitted File”

Allows you to download the file submitted in a zipped (compressed) format. File compression reduces the size of the file and the time it takes to download. To view compressed files, you need a compatible decompression program that can read the zipped file and convert the back to its original form. WinZip is an example of decompression program, see Appendix C. However, there are numerous freeware, or shareware zip file decompression programs that are readily available on the Internet. When you select the “Download Submitted File” button you may receive the following Window Internet Warning Dialogue Box, shown in Figure 5.6.

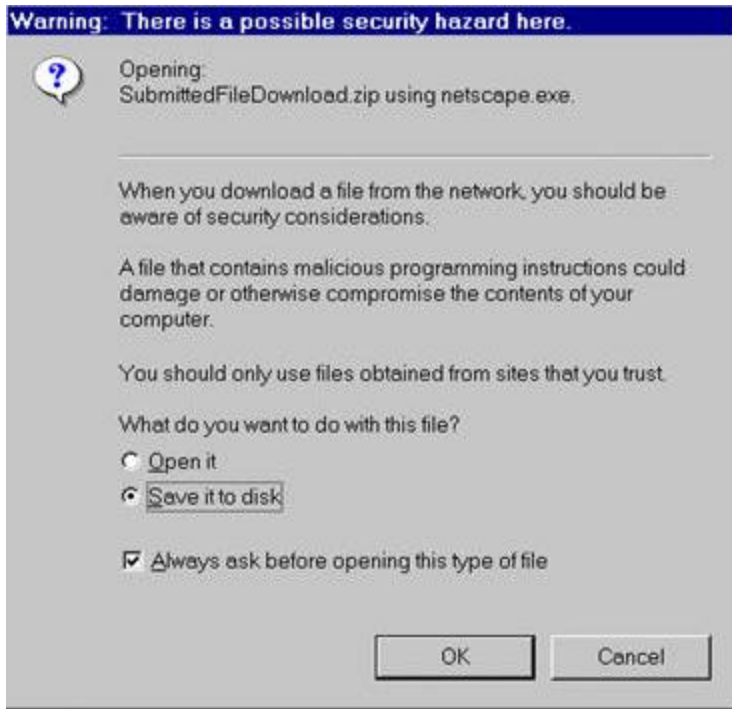


Figure 5.6 Windows Internet Warning Dialogue Box

You can choose the “Open it” option from the Windows Internet Warning Dialogue Box, which will zip and open the file using your zip file decompression program. You may also choose to “Save it to disk,” which will save the file on your computer using a standard Windows program.

“Print”

Allows you to print the Bulk File History Report, see Figure 5.10 for a sample report.

“Return to Bulk File Status Inquiry Results”

Returns you to the Bulk File Status Inquiry Results screen.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu screen.

“Help”

Displays the system help information.

Bulk File History Report

From the View History screen, shown in Figure 5.1, you may print your results. To print the Bulk File History Report, select the “Print” function button from View History screen, and the Bulk File Report Request screen will display, shown in Figure 5.7.

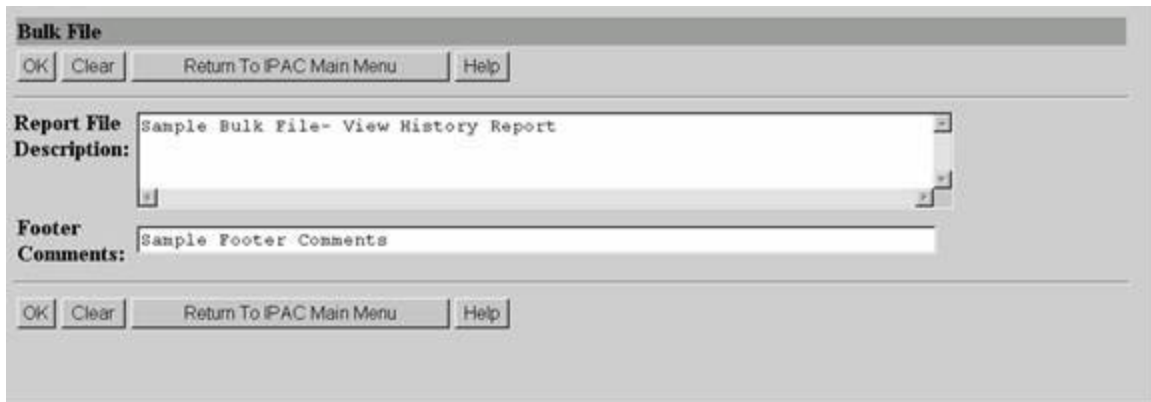


Figure 5.7 Bulk File Report Request screen

Bulk File Report Request Data Entry Fields

There are two data entry fields on this screen. It is not mandatory that you complete either field, but it is highly recommended the Report File Description field be completed.

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of the report.

Bulk File Report Request Function Buttons

There are four function buttons on the Bulk File Report Request screen.

“OK”

Accepts the report description and footer comments on the screen, extracts the report contents from the database and displays the Report Format shown in Figure 5.5.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu.

“Help”

Displays the system help for this screen.

Selecting “OK” from the Bulk File Report Request Screen will display the Report Format screen shown in Figure 5.8. This screen provides you with a drop-down menu option of output formats. Select the down arrow next to the Output Format: box to display the format menu, as shown in Figure 5.8.

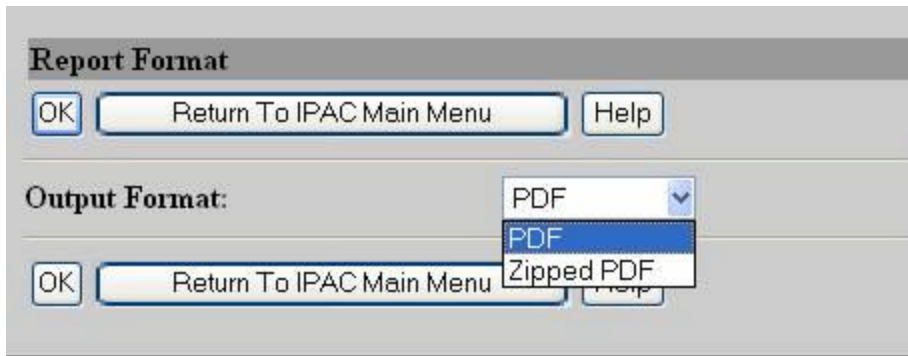


Figure 5.8 Report Format screen, Output Format Menu

Report Output Menu Options

There are two menu options in the report format screen

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be “unzipped” or decompressed before being read or printed with the Adobe Acrobat Reader.

Report Format Function Buttons

There are three function buttons on the Report Format screen.

“OK”

Begins generation of the report in the specified format and displays the Report Status screen shown in Figure 5.9.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without further action.

“Help”

Displays the system help for this screen.

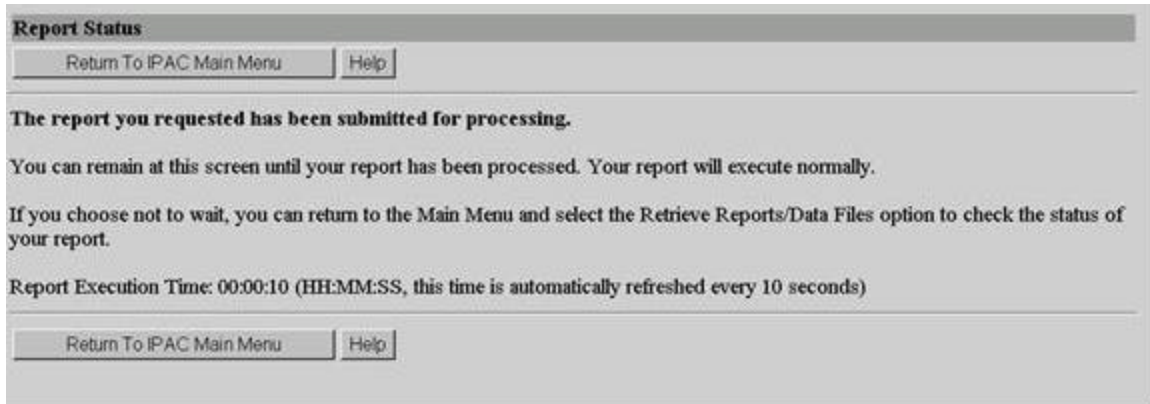


Figure 5.9 Report Status

The Report Status screen displays when the IPAC application begins report generation.

You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s):Minute(s):Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the "Retrieve Reports/Data Files" option to check the status of your report. For a sample of the Bulk File History Report, see Figure 5.10.

Report Format Status Buttons

"Return to IPAC Main Menu"

Returns you to the IPAC Main Menu without further action.

"Help"

Displays the system help for this screen.

Bulk File Addendum View History

Bulk File History Report

Submitted Date: 10/30/2002

Submitted Time: 10:15:42

Login ID: eInca001

File ID: 205

File Name: PCA/SSA1Detail.txt

Current Stage / Status: Transaction Processing Completed

Header

<u>Stage</u>	<u>Status</u>	<u>Start Date / Time</u>	<u>End Date / Time</u>	<u>Additional Information</u>
File Transfer	Started	10/30/2002 10:15:42	10/30/2002 10:15:42	
File Transfer	Completed	10/30/2002 10:15:45	10/30/2002 10:15:45	
File Storage	Started	10/30/2002 10:15:45	10/30/2002 10:15:45	
File Storage	Completed	10/30/2002 10:15:45	10/30/2002 10:17:44	File Storage is 100% complete.
Transaction Processing	Started	10/30/2002 10:19:46	10/30/2002 10:19:46	Initial Start
Transaction Processing	In Process	10/30/2002 10:19:46	10/30/2002 10:20:48	100% transactions processed
Transaction Processing	Completed	10/30/2002 10:20:58	10/30/2002 10:20:58	Completed - No Errors

1 of 1

11/3/02

Report Requested by: Jane A. Doe

Bulk File History Report

Figure 5.10 Sample Bulk File History Report

The report contains information similar to the View History screen.

Bulk File History Report Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference Appendix B for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Current Stage/ Status:

Displays the current stage and status of file submitted.

Bulk File History Report Column Headings

There are seven column headings in the Bulk File History Report.

Stage:

The Bulk File History Report provides you with the current stage of your file. The three possible stages of a file are as follows:

Stage	Description
File Transfer	IPAC accepts the file.
File Storage	IPAC writes the file to the application database.
Transaction Processing	The application processes the file,

Status:

The Bulk File History Report provides you with status of your file. The status is directly related to the stage of the file. For instance, the stage of your file may be “File Storage” and the status may be “Started,” which means the File Storage process of the file has started. This can also be interrupted as IPAC has begun writing your file to the database. The four possible statuses of a file are as follows:

Status	Description
Started	The beginning of stage(s) File Transfer, File Storage, and Transaction Processing.
Completed	The completion of stage(s) File Transfer, File Storage, and Transaction Processing.
In Process	The stage Transaction Processing is in process. Note: The Transaction Processing stage is the only stage that can have an in-process status.
Restarted	The stage Transaction Processing has restarted. This may be due to an unforeseen disruption in the process. Note: The Transaction Processing stage is the only stage that can have a Restarted status.

Bulk File Addendum
View History

Start Date:

The beginning date of a specific stage/status of your file.

Start Time:

The beginning time of a specific stage/status of your file. This time is displayed in military time, please reference Appendix B for a military time conversion chart.

End Date:

The end date of a specific stage/status of your file.

Start Time:

The end time of a specific stage/status of your file. This time is displayed in military time, please reference Appendix B for a military time conversion chart.

Additional Information:

This displays valuable information about your file. For example, the additional information column may display the following message: 100% transactions processed, as well as any errors in file. This particular message lets you know that all of transactions in your file have processed.

Section 6 View Confirmation

The View Confirmation screen is similar to the Batch Processing Report, where it gives you transaction level information about your file. This screen displays a count of the total transactions in the file, transactions accepted and rejected. It displays the starting and ending document reference number per Sender ALC, the file ID number, etc. The View Confirmation screen differs from the Batch Processing Report, in which the View Confirmation screen displays the grand net total and the net total of the transactions within your file. It also displays submission information about your file.

As mentioned in the Introduction, you will not be able to retrieve a Batch Processing Report for files submitted after the implementation of this Bulk File enhancement. Selecting the “View Confirmation” button from the Bulk File Status Inquiry Results screen, shown in Figure 4.1, will display the View Confirmation screen, shown below in Figure 6.1.

Note: If there are more than 50 rows on this screen, the “Next” and “Previous” button will be displayed.

The screenshot shows the 'View Confirmation' screen with a header area below the buttons. The header area contains the following information:

- Submitted Date:** 2002-11-18
- Submitted Time:** 12:53:18
- Logon ID:** e1nca001
- File ID:** 305
- File Name:** 20021118_Dara_negative.txt

Below the header area is a table with the following data:

Grand Net Total	Trans Submitted	Trans Accepted	Trans Rejected
210,147.40 CR	3	3	0

Below the table is another table with the following data:

Sender ALC	Net Total	Start Doc Ref. No	End Doc Ref. No	Trans Submitted	Trans Accepted	Trans Rejected
00003801	210,147.40 CR	74400044	74400046	3	3	0

The screen also includes buttons for 'Print', 'View Errors', 'Return to Bulk File Status Inquiry Results', 'Return To IPAC Main Menu', and 'Help'.

Figure 6.1 View Confirmation (Header area is below the buttons)

View Confirmation Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference Appendix B for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

Bulk File Addendum
View Confirmation

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Grand Net Total:

Payment, Collection and Adjustments are netted together. There will be a “CR” if the net total is a collection and there will not be a “CR” if the net total is a disbursement.

Trans Submitted:

The number of transactions in your file received by the IPAC system.

Trans Accepted:

The number of transactions accepted and processed successfully by the IPAC system.

Trans Rejected:

The number of transactions rejected by the IPAC system.

Note: A confirmation will only be generated if at least one transaction in the file processed successfully.

View Confirmation Column Headings

There are seven column headings in the View Confirmation screen.

Sender ALC

This is the ALC(s) that sends the PCA transaction(s) to the receiving (customer) ALC(s).

Net Total

Total dollar amount for PCA (payment, collection and adjustment) transactions in the file per Sender ALC.

Starting Document Reference Number

The first number that is assigned to a transaction, automatically when accepted by the IPAC system, or one supplied by the bulk file submitter.

Ending Document Reference Number

The last number that is assigned to a transaction, automatically when accepted by the IPAC system, or one supplied by the bulk file submitter.

Note: The document reference numbers assigned by the application may not be sequential because of multi-threading of files. There may be more than one file processing simultaneously and document reference numbers are assigned as transactions are completed.

Trans Submitted

The number of transactions in your file received by the IPAC system.

Trans Accepted

The number of transactions accepted and processed successfully by the IPAC system.

Trans Rejected

The number of transactions rejected by the IPAC system.

View Confirmation Function Buttons

There are six function buttons on the View Confirmation screen.

“Print”

Allows you to print the Bulk File Confirmation Report, see Figure 6.5 for a sample report.

“View Errors”

If you have errors in your file (rejected transactions), this selection will direct you to the View Errors screen, shown in Figure 7.1. Please refer to Section 7, for more information about the View Errors screen.

“Next”/ “Previous”

If there are more than 50 rows, a “Next” button will display and this button will bring up the next 50 files or less. A “Previous” button will display when needed to allow you to navigate between the View Confirmation screens

“Return to Bulk File Status Inquiry Results”

Returns you to the Bulk File Status Inquiry Results screen.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu screen.

“Help”

Displays the system help information.

Bulk File Confirmation Report

From the View Confirmation screen, shown in Figure 6.1, you may print your results. To print the Bulk File Confirmation Report, select the “Print” function button from View Confirmation screen, and the Bulk File Report Request screen will display, shown in Figure 6.2.

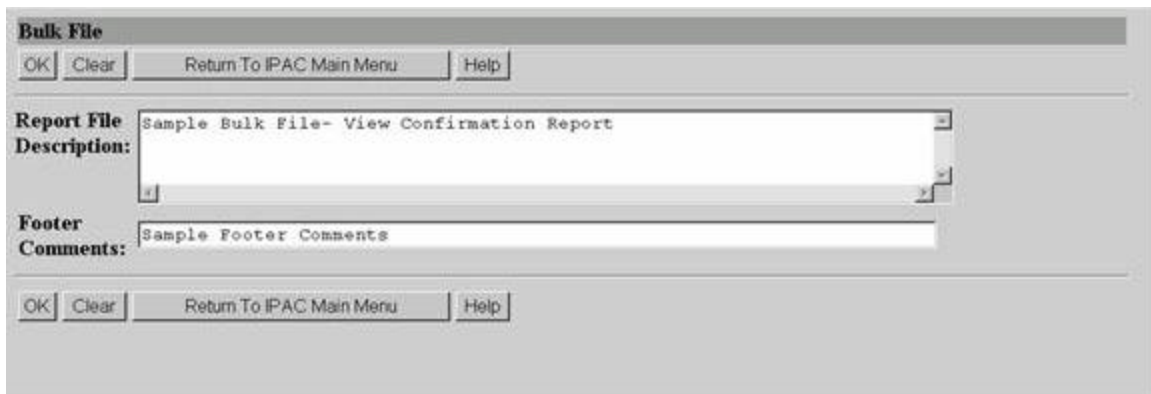


Figure 6.2 Bulk File Report Request Screen

Bulk File Report Request Data fields

There are two data entry fields on this screen. It is not mandatory that you complete either field, but it is highly recommended the Report File Description field be completed.

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of the report.

Bulk File Report Request Function Buttons

There are four function buttons on the Bulk File Report Request screen.

“OK”

Accepts the report description and footer comments on the screen, extracts the report contents from the database and displays the Report Format shown in Figure 6.3.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu.

“Help”

Displays the system help for this screen.

Selecting “OK” from the Bulk File Report Request Screen will display the Report Format screen shown in Figure 6.3. This screen provides you with a drop-down menu option of output formats. Select the down next to the Output Format: box to display the format menu, as shown in Figure 6.3.

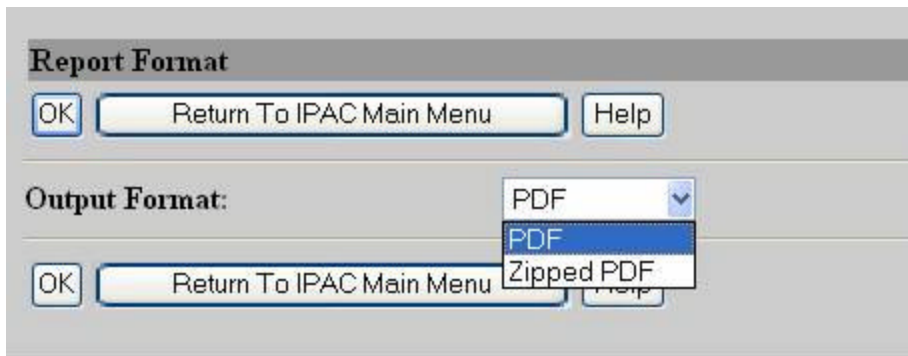


Figure 6.3 Report Format Screen, Output Format Menu

Report Output Menu Options

There are two report output menu options.

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be “unzipped” or decompressed before being read or printed with the Adobe Acrobat Reader.

Report Format Function Buttons

There are three function buttons on the Report Format screen.

“OK”

Begins generation of the report in the specified format and displays the Report Status screen shown in Figure 6.4.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without further action.

“Help”

Displays the system help for this screen.

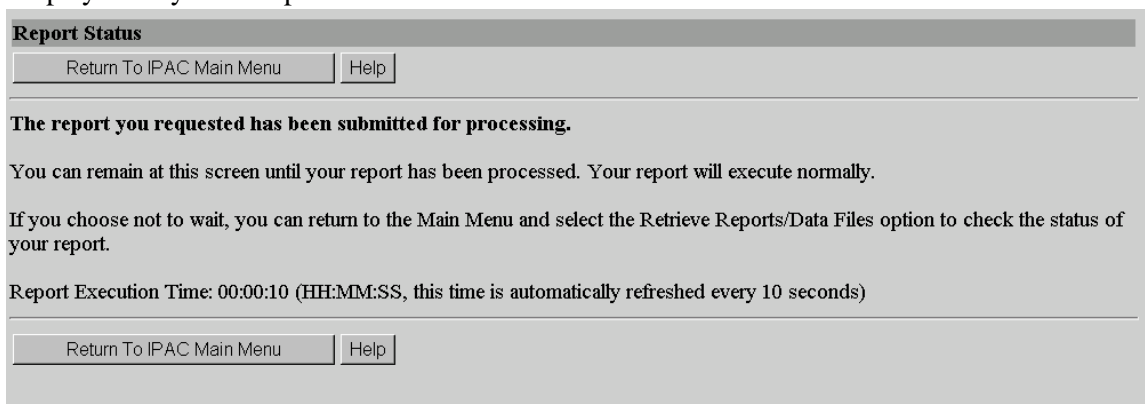


Figure 6.4 Report Status

Bulk File Addendum View Confirmation

The Report Status screen displays when the IPAC application begins report generation.

You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s):Minute(s):Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the “Retrieve Reports/Data Files” option to check the status of your report. For a sample of a Bulk File Confirmation Report, see Figure 6.5.

Report Format Status Function Buttons

There are two function buttons on the Report Format screen.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without further action.

“Help”

Displays the system help for this screen.

Bulk File Confirmation Report		
Submitted Date: 11/18/2002		Logon ID: e1nca001
Submitted Time: 12:53:18		File ID: 305
Grand Net Total:	\$210,147.40 CR	File Name: 20021118_Data_negative.bit
Trans Submitted:	3	Current Status: Transaction Processing / Completed
Trans Accepted:	3	
Trans Rejected:	0	
Sender ALC: 00009801		
Net Total:	\$210,147.40 CR	Starting Doc Ref No: 74400044
Trans Submitted:	3	Ending Doc Ref No: 74400046
Trans Accepted:	3	
Trans Rejected:	0	

1 of 1

Report Requested by: Jane A. Doe Sample Footer Comments 11/19/02

Bulk File Confirmation Report

Figure 6.5 Bulk File Confirmation Report

Bulk File Confirmation Report Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference Appendix B for a military time conversion chart.

Bulk File Addendum
View Confirmation

Grand Net Total:

Total dollar amount for PCA (payment, collection and adjustment) transactions in the file for Sender ALC(s). Note: There may be more than one Sender ALC in your file, therefore each Sender ALC will display on the View Confirmation screen.

Trans Submitted:

The number of transactions in your file received by the IPAC system.

Trans Accepted:

The number of transactions accepted and processed successfully by the IPAC system.

Trans Rejected:

The number of transactions rejected by the IPAC system.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Current Status:

Displays the current status of file submitted.

Bulk File Confirmation Report Column Headings

There are seven column headings in the Bulk File Confirmation Report screen.

Sender ALC

This is the ALC(s) that sends the PCA transaction(s) to the receiving (customer) ALC(s).

Net Total

Total dollar amount for PCA (payment, collection and adjustment) transactions in the file per Sender ALC.

Trans Submitted

The number of transactions in your file received by the IPAC system.

Trans Accepted

The number of transactions accepted and processed successfully by the IPAC system.

Trans Rejected

The number of transactions rejected by the IPAC system.

March 24, 2006

Starting Document Reference Number

The first number that is assigned to a transaction, automatically when accepted by the IPAC system, or one supplied by the bulk file submitter.

Ending Document Reference Number

The last number that is assigned to a transaction, automatically when accepted by the IPAC system, or one supplied by the bulk file submitter.

Note: The document reference numbers assigned by the application may not be sequential because of multi-threading of files. There may be more than one file processing simultaneously and document reference numbers are assigned as transactions are completed.

Bulk File Addendum
View Confirmation

This page intentionally left blank.

Section 7 View Errors

The View Errors screen allows you to view the errors in your file. It gives you valuable information that will help you to identify where errors are located in the file. One of the advantages of the View Errors screen is that you can download the errors in your file. You can then correct the errors and resubmit your file through the IPAC system. You can display the View Errors screen (Figures 7.1 and 7.2), from the Bulk File Status Inquiry Results screen (Figure 4.1) and from the View Confirmation screen (Figure 6.1), by selecting the “View Errors” button. If your file does not have any errors, you will receive the following error message: “There are no errors for this file.”

Note: If the IPAC system did not produce any transactions in the file, and the entire file is rejected, a confirmation will not be generated. You will only be able to view your errors by selecting a file and selecting the “View Error” button from the Bulk File Status Inquiry Results screen. You may view up to 25 rows of information on this screen.

View Errors

View Error Record

Download Error File

Print

View Confirmation

Return to Bulk File Status Inquiry Results

Return To IPAC Main Menu

Help

Submitted Date: 2002-10-29

Submitted Time : 10:05:10

Logon ID: e1nca001

File ID: 193

File Name: Test_C_SGL_BusErrs_P_Bus_SGL_LenErr.txt

	Start Column	End Column	Error Message	Data Value	Sender ALC	Customer ALC	Header
<input type="checkbox"/>	30	43	Detail Amount should be greater than Zero	0.00	00005570	80000001	100,0
<input type="checkbox"/>	1009	1010	Unit of issue is invalid	xz	00005570	80000001	100,0
<input type="checkbox"/>	2	5	Multiple entries for an SGL Account Number are not allowed	1010	00005570	80000001	100,0
<input type="checkbox"/>	2	5	Specified SGL Number does not exist	9900	00005570	80000001	100,0
<input type="checkbox"/>	7	21	SGL Amounts are out of balance	85000.00	00005570	80000001	100,0
<input type="checkbox"/>	1	1	Invalid format of BatchRecordType	x	00005570	00006551	1,272

View Error Record

Download Error File

Print

View Confirmation

Return to Bulk File Status Inquiry Results

Return To IPAC Main Menu

Help

Figure 7.1 View Errors screen

<div> Download Error File Print View Confirmation </div> <div> us Inquiry Results Return To IPAC Main Menu Help </div>						
File ID: 193 File Name: Test_C_SGL_BusErrs_P_Bus_SGL_LenErr.txt						
Message	Data Value	Sender ALC	Customer ALC	Header Amount	Detail Amount	Doc Ref. No
Amount should be greater than Zero	0.00	00005570	80000001	100,000,000.00	0.00	
if issue is invalid	xz	00005570	80000001	100,000,000.00	0.00	
ple entries for an SGL Account Number are not allowed	1010	00005570	80000001	100,000,000.00	0.00	
fied SGL Number does not exist	9900	00005570	80000001	100,000,000.00	0.00	
Amounts are out of balance	85000.00	00005570	80000001	100,000,000.00	0.00	
d format of BatchRecordType	x	00005570	00006551	1,272.91	1,272.91	
<div> Download Error File Print View Confirmation </div> <div> us Inquiry Results Return To IPAC Main Menu Help </div>						

Figure 7.2 View Errors (continued) scrolled over to last column

The application edits files for format errors first, and then it checks for business errors. An example of a format error would be alphanumeric data incorrectly entered in a numeric field. Format errors always start with “Invalid Format of....”. An example of a business error would be an invalid unit of issue in your file. Please take note that since the application checks for format errors first, if there are format errors in your file, the application will display those format errors on the View Error screen and no business errors for those transactions with format problems will be provided. You will need to correct the format errors in your file and resubmit it, so the application can edit the file for business errors.

View Error Records Function Buttons

There are eight function buttons on the View Errors screen (Figure 7.1 and 7.2) and they are described in the following text.

“View Error Record”

After you select an error record on the View Errors screen, and select the “View Error Record,” the View Error Record screen is displayed. The View Error Record screen, shown in Figure 8.1, allows you to view a specific error in the file.

“Download Error File”

Allows you to download the file error in a zipped (compressed) format to correct for resubmission. This will include the data for the entire transaction in error, a file identifier record (PCA), a batch record (B), a header record (H), a detail record (D) and if present a SGL record (E). File compression reduces the size of the file and the time it takes to download. To view compressed files, you need a compatible decompression program that can read the zipped file and convert the back to its original form. WinZip is an example of decompression program. However, there are numerous freeware, or shareware zip file decompression programs that are readily

available on the Internet. When you select the “Download Error File” button you may receive the following Windows Internet Warning Dialogue Box, shown in Figure 7.3.

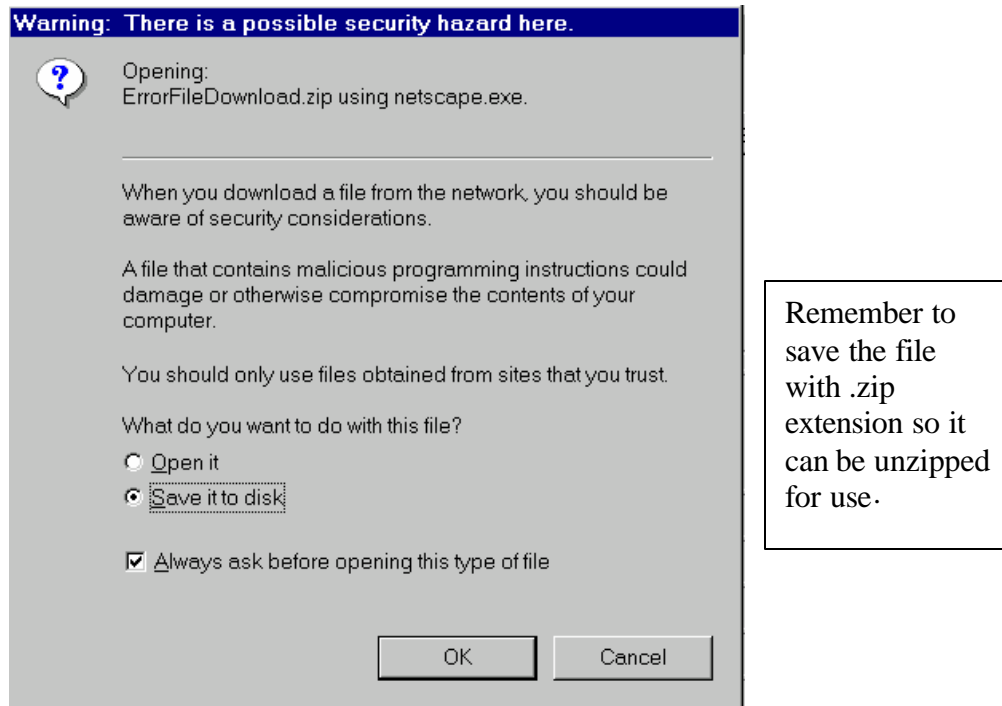


Figure 7.3 Windows Internet Warning Dialogue Box

You can choose the “Open it” option from the Windows Internet Warning Dialogue Box, which will zip and open the file using your zip file decompression program. You may also choose to “Save it to disk,” which will save the file on your computer using a standard Windows program. Once you have viewed your file, you may make corrections to the file and resubmit it through the IPAC system.

“Print”

Allows you to print the Bulk File Error Report, see Figure 7.8 for a sample report.

“View Confirmation”

Displays the View Confirmation screen, shown in Figure 6.1. The View Confirmation screen will only be displayed if the IPAC system processed one or more transactions in your file successfully.

“Next”/“Previous”

If there are more than 25 error records, a “Next” button will display and this button will bring up the next 25 files or less. A “Previous” button will display when needed to allow you to navigate between the View Error screens.

“Return to Bulk File Status Inquiry Results”

Returns you to the Bulk File Status Inquiry Results screen.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu.

“Help”

Displays the system help information.

View Errors Column Headings

All bulk files have to be in a specific bulk file format to process in the IPAC system. Each bulk file will be composed of a file identifier record, batch (B), header (H), detail (D), and optional SGL (E) records. Each transmission will begin with a file identifier record, then a batch (B) record. This batch (B) record will be followed by one or more header (H) records. Each of these header records will be followed by one or more detail (D) records. Each of these detail records will be optionally followed by one or more SGL (E) records. For more information, the IPAC Bulk File Formats document for Federal Program Agencies is currently on the IPAC Web page: www.fms.treas.gov/goals/ipac.

There are eleven View Errors data columns, based on the bulk file format.

Start Column

The first column that contains the error.

End Column

The last column that contains the error.

Error Message

A message that describes the type of error.

Data Value

The data within the file that is in error. Using the start column and end column information displayed for a specific error record can identify the invalid data value.

	Start Column	End Column	Error Message	Data Value
6	1009	1010	Unit of issue is invalid	xz

Figure 7.4 Start/End Column to identify invalid data

For Example, above the invalid data “xz” is located in columns 1009 to 1010.

Submitted Date

Displays the submission date of your file.

Submitted Time

Displays the submission time of your file, in military time. Please reference Appendix B for a military time conversion chart.

Sender ALC

This is the ALC(s) that sends the PCA transaction(s) to the receiving (customer) ALC(s).

Customer ALC

This is the ALC(s) that receives the PCA transaction(s) from the sender ALC(s).

DOC Ref. No.

The number that is assigned to each transaction. The document reference number will only display if the bulk file submitter (agency) assigns their document reference numbers. If the agency allows the IPAC system to assign the document reference number, this field will be blank, since the transaction did not successfully process through IPAC.

Header Amount

Displays the summary amount (total amount of all detail lines for the transaction set in error). This data is retrieved from the bulk file's Header record (H).

Detail Amount

Displays the detail amount for the detail in error. This data is retrieved from the bulk file's Detail record (D).

Bulk File Error Report

The View Error screen, shown in Figure 7.1, allows you to print your results. To print the Bulk File History Report, select the "Print" function button from View Error screen, and the Bulk File Report Request screen will display, shown below in Figure 7.5.

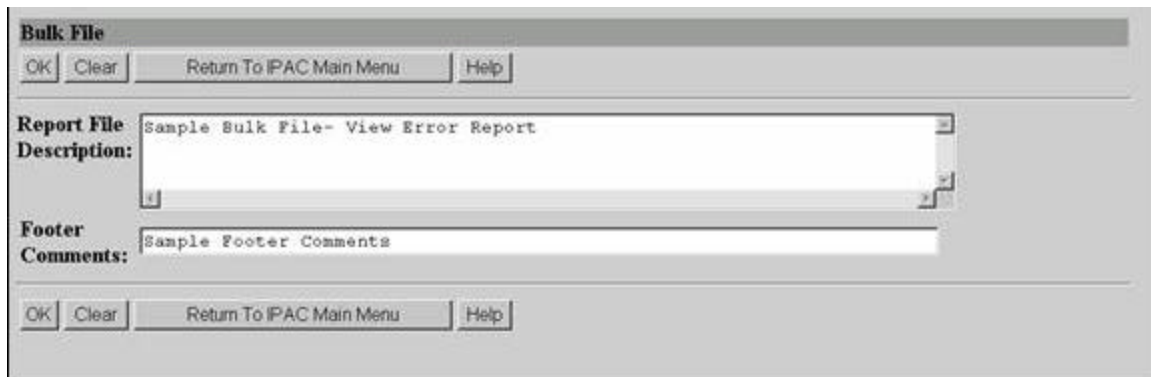


Figure 7.5 Bulk File (define error report request)

Bulk File Report Request Data Entry Fields

There are two data entry fields on this screen. It is not mandatory that you complete either field, but it is highly recommended the Report File Description field be completed.

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of the report.

Bulk File Report Request Function Buttons

There are four function buttons on the Bulk File Report Request screen.

“OK”

Accepts the report description and footer comments on the screen, extracts the report contents from the database and displays the Report Format shown in Figure 7.6.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu.

“Help”

Displays the system help for this screen.

Selecting “OK” from the Bulk File Report Request Screen will display the Report Format screen shown in Figure 7.6. This screen provides you with a drop-down menu option of output formats. Select the down arrow next to the Output Format: box to display the format menu.

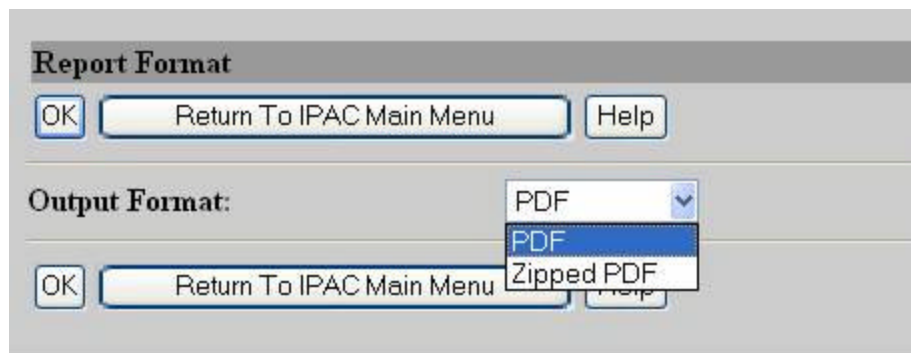


Figure 7.6 Report Format Screen, Output Format Menu

Report Output Menu Options

There are two menu options in the Report Output screen.

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be “unzipped” or decompressed before being read or printed with the Adobe Acrobat Reader.

Report Format Function Buttons

There are three report format function buttons.

“OK”

Begins generation of the report in the specified format and displays the Report Status screen shown in Figure 7.7.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without further action.

“Help”

Displays the system help for this screen.

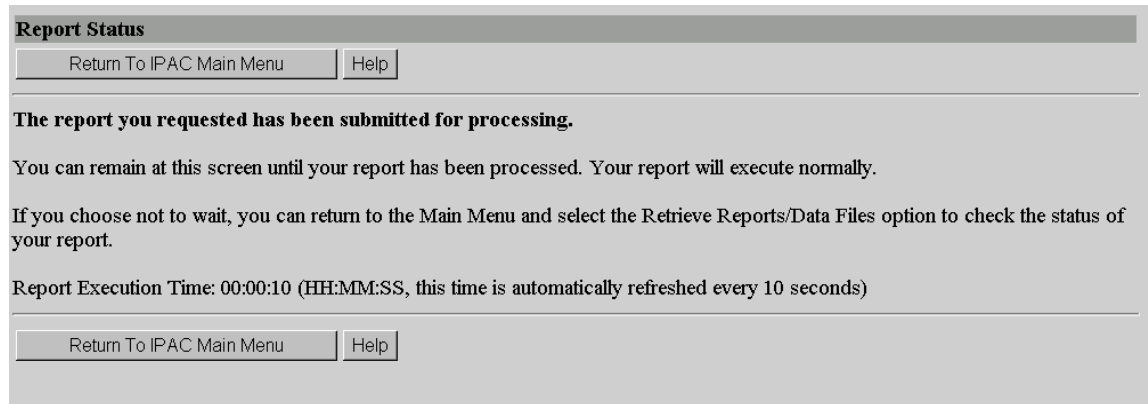


Figure 7.7 Report Status, with report execution time (00:00:10 in HH:MM:SS format)

The Report Status screen displays when the IPAC application begins report generation.

You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen, which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s):Minute(s):Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the “Retrieve Reports/Data Files” option to check the status of your report. For a sample of a Bulk File Error Report, see Figure 7.8.

Report Format Status Buttons

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without further action.

“Help”

Displays the system help for this screen.

Bulk File Addendum
View Errors

Bulk File Error Report		
<div>Submitted Date: 10/29/2002 File ID: 193 Submitted Time: 10:05:10 File Name: Test_C_SGL_BusErrs_P_Bus_SGL_LanErr.txt Login ID: e1nc001</div>		
Sender ALC: 5570		Header Amount: \$1,272.91
Customer ALC: 6551		
<u>Columns</u>	<u>Error Message</u>	<u>Data Value</u>
1 - 1	Invalid format of BatchRecordType	x
<hr/>		
Sender ALC: 5570		Header Amount: \$100,099,000.00
Customer ALC: 80000001		
<u>Columns</u>	<u>Error Message</u>	<u>Data Value</u>
30 - 43	Detail Amount should be greater than Zero	0.00
1009 - 1010	Unit of Issue is Invalid	x2
2 - 5	Multiple entries for an SGL Account Number are not allowed	1010
2 - 5	Specified SGL Number does not exist	9900
7 - 21	SGL Amounts are out of balance	85000.00
<hr/>		
<hr/>		
1 of 1		
Report Requested by: Jane A. Doe		Sample Footer Comments
		Bulk File Error Report

Figure 7.8 Sample Bulk File History Report

The report contains information similar to the View Error screen.

Bulk File Error Report Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference Appendix B for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Bulk File Error Report Information

Sender ALC

This is the ALC(s) initiating the PCA transaction(s) to the receiving (customer) ALC(s).

Customer ALC

This is the ALC(s) that is receiving the PCA transaction(s) from the sender ALC(s).

Header Amount

Displays the summary amount (total of all detail lines for the transaction set in error). This data is retrieved from the bulk file's Header record (H).

Columns

The first and last column that contains the error.

Error Message

A message that describes the type of error.

Data Value

The data within the file that is in error. Using the start column and end column information displayed for a specific error record can identify the invalid data value.

Bulk File Addendum
View Errors

This page intentionally left blank.

Section 8 View Error Record

The View Error screen, shown below in Figures 8.1 and 8.2, allows you to view a specific error record by selecting the “View Error Record” button. The option buttons on this screen are mutually exclusive and you can only select one error record at a time.

View Errors

View Error Record Download Error File Print View Confirmation

Return to Bulk File Status Inquiry Results Return To IPAC Main Menu Help

Submitted Date: 2002-10-29 **File ID:** 197
Submitted Time : 10:11:26 **File Name:** Test_C_Good_P_Bad.txt
Login ID: e1nca001

	Start Column	End Column	Error Message	Data Value	Sender ALC	Customer ALC	Header Amount	Detail Amount
1	44	46	Invalid Transaction Set Identifier Code	777	00005570	00006551	1,272.91	

View Error Record Download Error File Print View Confirmation

Return to Bulk File Status Inquiry Results Return To IPAC Main Menu Help

Figure 8.1 View Errors screen

Download Error File Print View Confirmation

Return to Bulk File Status Inquiry Results Return To IPAC Main Menu Help

2002-10-29 **File ID:** 197
10:11:26 **File Name:** Test_C_Good_P_Bad.txt
e1nca001

Error Message	Data Value	Sender ALC	Customer ALC	Header Amount	Detail Amount	Doc Ref. No
Invalid Transaction Set Identifier Code	777	00005570	00006551	1,272.91		

Download Error File Print View Confirmation

Return to Bulk File Status Inquiry Results Return To IPAC Main Menu Help

Figure 8.2 View Errors (continued) scrolled over to last column

Selecting the “View Error Record” button from the View Error screen, the View Error Record screen (Figure 8.3) will display.

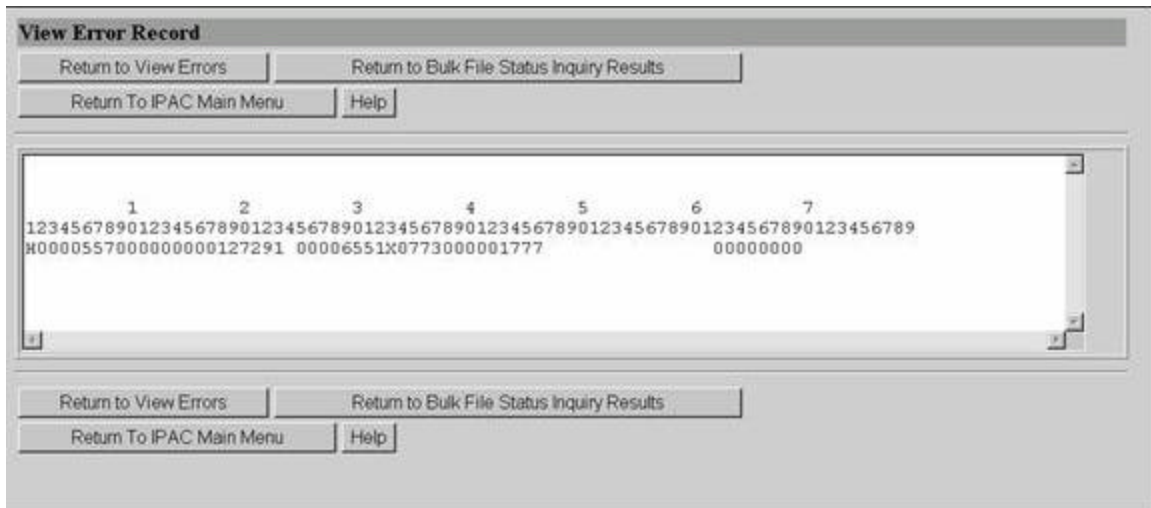


Figure 8.3 View Error Record

The View Error Record screen displays the error record using a bulk file format ruler.

	1		2		3		4		5		6		7	
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	
H00005570000000000127291	00006551X0773000001777												00000000	

Header Amount

↑

Data Value Error

↑

In the above example, the first line of numbers (1-7) on the bulk file ruler represents columns (10, 20, 30,40,50,60 and 70). The second line of numbers are whole numbers. For instance, the data value “777” is positioned 4, 5 and 6 spaces to the right of the “4” on the first line. This is interpreted as the data value “777” is positioned in the 44th, 45th and 46th column in the file.

View Error Record Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference Appendix B for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Current Status:

Displays the current stage and status of file submitted.

View Error Record Function Buttons

There are four View Error Record function buttons.

“Return to View Errors”

Displays the View Errors screen without further action.

“Return to Bulk File Status Inquiry Results”

Returns you to the Bulk File Status Inquiry Results screen.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu.

“Help”

Displays the system help for this screen.

[Bulk File Addendum](#)
[View Error Record](#)

This page intentionally left blank.

Section 9 View File

The View File screen allows you to view the data in your file on the screen. The screen is limited to viewing 100 rows of your file. However, you do have the option to download the entire file from this screen as an alternative. To display the View File screen, shown below in Figure 9.1, select your file from the Bulk File Status Inquiry Results screen (Figure 4.1) and select the “View File” button.

The screenshot shows a web application window titled "View File". At the top, there are three buttons: "Download Submitted File", "Return to Bulk File Status Inquiry Results", and "Return To IPAC Main Menu". Below these is a "Help" button. The main content area displays the following information:

- Submitted Date:** 2002-11-14
- Submitted Time:** 14:49:23
- Logon ID:** elnca001
- File ID:** 281
- File Name:** PCAAllFieldsWithDocRefSGL1.txt
- Current Status:** Transaction Processing Completed

Below this information is a large text area containing a list of data rows. The first row is "PCA". The second row is "B000059IPAC". The third row is "H0000557000010000000000 47000016x0773000001810 00000000kxgB0252". The fourth row is "D5701082114852 N/A 00010000000000 TEST48 M. INPUT". The fifth row is "00001N/A 000000". The sixth row is "E1010000000002500000". The seventh row is "E1319c000000002500000". The eighth row is "E1200000000002500000". The ninth row is "E1529C000000002500000". The tenth row is "E1340000000002500000". The eleventh row is "E1621C000000002500000". The twelfth row is "E1410D000000002500000". The thirteenth row is "E1719C000000002500000". The fourteenth row is "H000055700000000127291 00006551X0773000001820 00000000kxgB0253". The fifteenth row is "D1701082114852 N/A 00000000127291 TEST47 M. INPUT".

At the bottom of the window, there are three buttons: "Download Submitted File", "Return to Bulk File Status Inquiry Results", and "Return To IPAC Main Menu". Below these is a "Help" button.

Figure 9.1 View File (scroll within the window by clicking the up and down arrow)

Note: Internet Explorer displays the entire length of the detail record on one line.

View File Header Information

Submitted Date:

Displays the submission date of your file.

Submitted Time:

Displays the submission time of your file, in military time. Please reference Appendix B for a military time conversion chart.

Logon ID:

Displays the Logon ID of the person that submitted the file.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

File Name:

Displays the name of the file. The file is named by the Bulk File Submitter and not by the application.

Current Status:

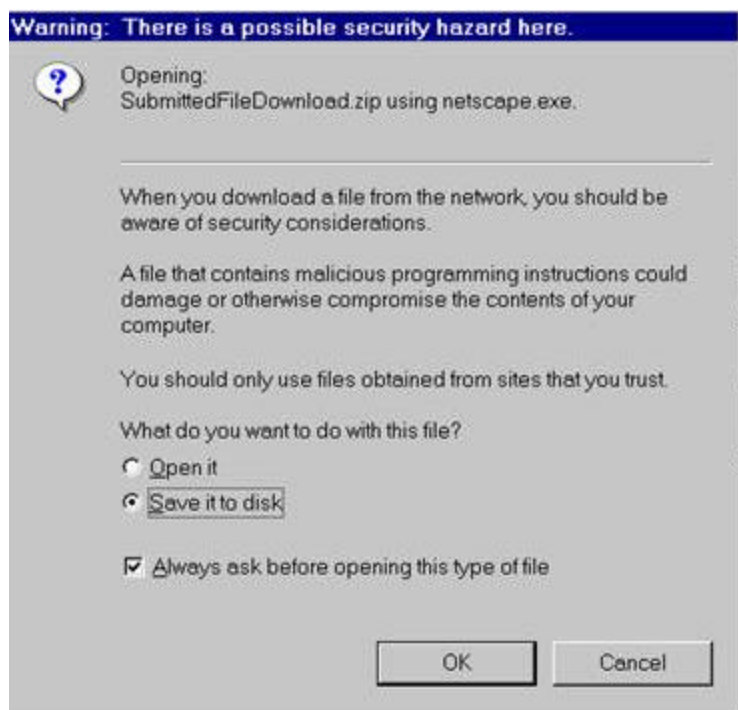
Displays the current “stage” and “status” of your file.

View File Function Buttons

There are four function buttons on the View File screen.

“Download Submitted File”

Allows you to download the original file submitted in a zipped (compressed) format. File compression reduces the size of the file and the time it takes to download. To view compressed files, you need a compatible decompression program that can read the zipped file and convert the back to its original form. WinZip is an example of decompression program. However, there are numerous freeware, or shareware zip file decompression programs that are readily available on the Internet. When you select the “Download Submitted File” button you may receive the following Window Internet Warning Dialogue Box, shown in Figure 9.2.



Remember to save file with .zip extension so it can be unzipped for use.

Figure 9.2 Windows Internet Warning Dialogue Box

You can choose the “Open it” option from the Windows Internet Warning Dialogue Box, which will zip and open the file using your zip file decompression program. You may also choose to “Save it to disk,” using a standard Windows Program. .

“Returns to Bulk File Status Inquiry Results”

Returns you to the Bulk File Status Inquiry Results screen.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu.

“Help”

Displays the system help for this screen.

Bulk File Addendum
View File

This page intentionally left blank.

Section 10 Outgoing Bulk File Status

The Outgoing Bulk File Status button was added to the IPAC base screen to allow users to download the ALC/DO symbol file only. The Outgoing Bulk File Status button allows IPAC Admin users to monitor the progress of files that are being generated.

Intra-governmental Payment and Collection System

ALC Customer ALC

==> Payment ==> Request Parent/Child Relationship

==> Collection ==> Request Special Requirements

==> Adjustment ==> Agency Special Requirement Request Status

==> Zero Dollar ==> Agency Billable Request

==> SGL Information ==> Agency Billable Status

==> Incomplete Transactions ==> Update Agency Information

==> Reports ==> Display Messages

==> Retrieve Report/Data Files ==> Bulk File Status

==> Report Retention Management ==> Bulk File Upload

==> Outgoing Bulk File Status

Figure 10.1 Selecting Outgoing Bulk File Status in the IPAC Main Menu

IPAC - Outgoing File Inquiry

*File Type: Batch ID:

Start Date: End Date:

Start Time: End Time:

Figure 10.2 Outgoing File Inquiry

Outgoing File Inquiry Data Entry Fields

There are six data entry fields in the Outgoing File Inquiry screen.

File Type:

ALCDO, is a typical file type. The file type of the previously submitted file(s).

Batch ID:

A number, typically five digits, that identifies the batch in which the file was run. This number may not be available to you at this time. If you don't know it, just leave this field blank.

Start Date:

The date, to be entered in YYYY-MM-DD format, that the search for Outgoing File information is to begin.

End Date:

The date, to be entered in YYYY-MM-DD format, that the search for Outgoing File information is to end.

Start Time:

The time, to be entered in military format, that the search for Outgoing File information is to begin. Please reference Appendix B for a military time conversion chart.

End Time:

The time, to be entered in military format, that the search for Outgoing File information is to end. Please reference Appendix B for a military time conversion chart.

Outgoing File Inquiry Function Buttons

There are four function buttons on the Outgoing File Inquiry screen (Figure 10.2).

“Submit”

Submits the inquiry based on the information entered into the fields.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without generating outgoing bulk file status results.

“Help”

Displays the system help information.

IPAC Admin - Outgoing File Status Inquiry Batch Results

View File(s) Refresh New Search Return To IPAC Main Menu Help

File Description: ALCDO

	Batch ID	Start Date	Start Time	Status	End Date	End Time	Logon ID
<input checked="" type="radio"/>	23148	02/23/2006	9:16:05	Business Processing Completed	02/23/2006	9:17:03	sgrah500

View File(s) Refresh New Search Return To IPAC Main Menu Help

Figure 10.3 Outgoing File Status Inquiry Batch Results

Select a file or files for viewing.

Outgoing File Status Inquiry Batch Results Column Headings

There are seven column headings in the Outgoing File Status Inquiry Batch Results screen.

Batch ID:

Assigned during the upload process, the batch ID defines the batch in which the file was processed.

Start Date:

Displays the file(s) submission date.

Start Time:

Displays the file(s) submission time, in military time. Please reference Appendix B for a military time conversion chart.

Status:

Displays the current status of files submitted. The following messages are possible status messages for your file(s):

File Transfer Started

File Transfer Completed

File Storage Started

File Storage Completed

Transaction Processing Started

Transaction Processing In Process

Transaction Processing Completed

End Date:

Displays the file(s) submission date.

End Time:

Displays the file(s) submission time, in military time. Please reference Appendix B for a military time conversion chart.

Logon ID:

The alphanumeric characters assigned to the user to uniquely identify that user. The Logon ID of the person that submitted the file(s) should appear in this data entry field.

Outgoing File Status Inquiry Batch Results Function Buttons

There are five function buttons on the outgoing file status inquiry batch results screen.

“View File(s)”

Provides the ability to view one or more files.

“Refresh”

Provides the ability to refresh the data on the screen.

“New Search”

“Returns you to the Outgoing File Inquiry screen, where you can begin a new search.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without generating outgoing bulk file status results.

“Help”

Displays the system help information.

IPAC Admin - View File

View History Download Refresh New Search Return To IPAC Main Menu Help

Batch ID: 23148 FileDescription: ALCDO
Batch Start Date: 2006-02-23 Batch Start Time: 09:16:05
Batch End Date: 2006-02-23 Batch End Time: 09:17:03
Number of Files Created: 1 Batch Status: Business Processing Completed
Batch Completion Flag: Y

File ID	Date	Time	Current Status	Additional Information
1180	02/23/2006	09:16:05	File Storage Completed	Completed - ALC DO for OPEN ALCs for FedReg / 1589 lines stored Outgoing File Transfer

View History Download Refresh New Search Return To IPAC Main Menu Help

Figure 10.4 View File screen

Select a file to view history.

View File Column Headings

There are five column headings on the View File screen.

File ID:

A unique number assigned by the application for each PCA bulk file submitted.

Date:

Displays the file(s) submission date.

Time:

Displays the file(s) submission time, in military time. Please reference Appendix B for a military time conversion chart.

Current Status:

Displays the current status of files submitted. The following messages are possible status messages for your file(s):

File Transfer Started

File Transfer Completed

File Storage Started

File Storage Completed

Transaction Processing Started

Transaction Processing In Process

Transaction Processing Completed

Additional Information:

Displays any extra information about file processing.

View File Function Buttons

There are six function buttons on the View File screen.

“View History”

Displays the View History screen. This screen is further discussed in Section 5.

“Download”

Provides a download window with Open, Save, or Cancel buttons to control the download of a WinZip file.

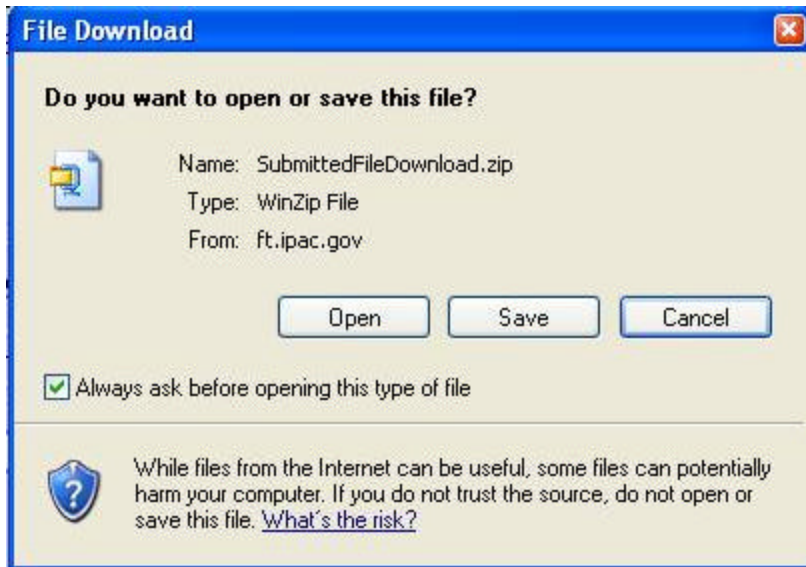


Figure 10.5 File Download Window

“Refresh”

Provides the ability to refresh the data on the screen.

“New Search”

“Returns you to the Outgoing File Inquiry screen, where you can begin a new search.

“Return to IPAC Main Menu”

Returns you to the IPAC Main Menu without generating outgoing bulk file status results.

“Help”

Displays the system help information.

Appendix A Table of Figures

Figure 1.1 IPAC Main Menu (click IPAC or IPAC Admin)	3
Figure 2.1 Selecting Bulk File Upload (bottom right) from the IPAC Main Menu	5
Figure 2.2 Clicking Browse and Upload File from Bulk File Upload.....	5
Figure 3.1 Selecting Bulk File Status from the IPAC Main Menu.....	7
Figure 3.2 Type ALC and click Submit to inquire about the status of a bulk file	7
Figure 4.1 Results from Inquiry screen.....	11
Figure 5.1 Above the Column Headings is the View Header area on the View History screen...	15
Figure 5.2 View History Columns	16
Figure 5.3 Date Column Heading.....	17
Figure 5.4 Time Column Heading	17
Figure 5.5 Additional Information Column Heading	17
Figure 5.6 Windows Internet Warning Dialogue Box	18
Figure 5.7 Bulk File Report Request screen.....	19
Figure 5.8 Report Format screen, Output Format Menu.....	20
Figure 5.9 Report Status.....	21
Figure 5.10 Sample Bulk File History Report	22
Figure 6.1 View Confirmation (Header area is below the buttons).....	25
Figure 6.2 Bulk File Report Request Screen.....	28
Figure 6.3 Report Format Screen, Output Format Menu	29
Figure 6.4 Report Status.....	29
Figure 6.5 Bulk File Confirmation Report	31
Figure 7.1 View Errors screen.....	35
Figure 7.2 View Errors (continued) scrolled over to last column	36
Figure 7.3 Windows Internet Warning Dialogue Box	37
Figure 7.4 Start/End Column to identify invalid data	38
Figure 7.5 Bulk File (define error report request).....	39
Figure 7.6 Report Format Screen, Output Format Menu	40
Figure 7.7 Report Status, with report execution time (00:00:10 in HH:MM:SS format)	41
Figure 7.8 Sample Bulk File History Report	42
Figure 8.1 View Errors screen.....	45
Figure 8.2 View Errors (continued) scrolled over to last column	45
Figure 8.3 View Error Record.....	46
Figure 9.1 View File (scroll within the window by clicking the up and down arrow).....	49
Figure 9.2 Windows Internet Warning Dialogue Box	50
Figure 10.1 Selecting Outgoing Bulk File Status in the IPAC Main Menu	53
Figure 10.2 Outgoing File Inquiry.....	53
Figure 10.3 Outgoing File Status Inquiry Batch Results.....	55
Figure 10.4 View File screen.....	56
Figure 10.5 File Download Window	58

Bulk File Addendum

Table of Figures

This page intentionally left blank.

Appendix B Military Time Conversion Chart

24 Hour Clock (Military Time)	12 Hour Clock
0100	1:00 A.M.
0200	2:00 A.M.
0300	3:00 A.M.
0400	4:00 A.M.
0500	5:00 A.M.
0600	6:00 A.M.
0700	7:00 A.M.
0800	8:00 A.M.
0900	9:00 A.M.
1000	10:00 A.M.
1100	11:00 A.M.
1200	12:00 P.M.
1300	1:00 P.M.
1400	2:00 P.M.
1500	3:00 P.M.
1600	4:00 P.M.
1700	5:00 P.M.
1800	6:00 P.M.
1900	7:00 P.M.
2000	8:00 P.M.
2100	9:00 P.M.
2200	10:00 P.M.
2300	11:00 P.M.
0000	12:00 A.M.

Transactions, reports, and data files will be time stamped Eastern Standard Time.

Bulk File Addendum
Military Time Conversion Chart

This page intentionally left blank.

Appendix C File Compression Utilities

For your convenience, this is a brief list of some of the file compression utilities available on the World Wide Web which are compatible with the ZIP file compression used by the IPAC system. This list has only a few of the many programs available and inclusion in this list is in no way meant to be an endorsement of any of the products listed.

Commercial Utilities

WinZip™

This is one of the most widely used file compression utilities. It is available as shareware and can be registered for a minimal cost. The site listed below also has some good, basic information on ZIP file.

Download WinZip here:

<http://www.winzip.com/info.htm>

PKZip™

This is the original “ZIP” file compression utility and still widely used. It is also available as shareware and may be registered for under \$50.00.

Download PKZip here:

<http://www.pkware.com/>

PowerZip™

PowerZip is an award winning compression program for Windows 9x/Me/NT/2000. If you use the Internet, PowerZip will certainly save you time, money and effort as you communicate with your friends and colleagues or download files from the Net.

Download PowerZip here:

<http://www.powerzip.net/>

Freeware Utilities

StuffIt Expander™

FREE file expansion. StuffIt Expander gives you the easiest way to open your Internet downloads and email attachments. Access sit, zip, rar, and more! Free, with no nags!

Download Stuffit here:

<http://www.stuffit.com/downloads.html>

EasyZip 2000™

This freeware utility is a powerful, easy-to-use FREE zip and unzip utility. It offers all the features you'd find in the commercial compression programs.

Download EasyZip 2000 here:

Bulk File Addendum
File Compression Utilities

<http://www.aaafreebies.com/easyzip111.htm>

HJ-Zip™

Why pay money for programs like Winzip when you can get HJ-Zip for free? HJ-Zip is a reliable and easy to use zip/unzip program with full Windows user-interface. It also enables you to create self-extracting archives.

Download HJ-Zip here:

<http://freebyte.com/hjzip/>

UltimateZip™

UltimateZip the freeware archive utility for the new millennium.

Download UltimateZip here:

<http://www.ultimatezip.com/>

Index

- ALCDO file, 52
- Bulk Automation Process
 - Connect Direct, 3
- Bulk File Status, 7
- Bulk File Status Inquiry, 11
- Bulk File Status Inquiry Results, 11
- Bulk File Submitters, 3
- Column Headings
 - Bulk File Confirmation Report, 32
 - Bulk File History Report, 23
 - Bulk File Status Inquiry Results, 11
 - Outgoing File Status Inquiry Batch Results, 54
 - View Errors, 38
 - View File, 55
 - View History, 16
- Data Entry Fields
 - Bulk File Report Request, 19, 28, 39
 - Bulk File Status Inquiry, 7
 - Bulk File Upload, 5
 - Outgoing Bulk File Inquiry, 53
- Download Submitted File, 18, 50
- Errors
 - Business Errors, 36
 - Format Errors, 36
- File Compression Utilities, 62
- Function Buttons
 - Bulk File Report Request, 19, 28, 40
 - Bulk File Status Inquiry, 8
 - Bulk File Status Inquiry Results, 12
 - Bulk File Upload, 6
 - Outgoing File Inquiry, 53
- Outgoing File Status Inquiry Batch Results, 55
- Report Format, 29, 41
- Report Format Status, 30
- Report Status, 20
- View Confirmation, 27
- View Error Record, 47
- View Error Records, 36
- View File, 50, 56
- View History, 17
- IPAC Main Menu, 3, 5, 6, 7, 9, 12, 13, 19, 20, 21, 27, 28, 29, 30, 38, 40, 41, 47, 51, 52, 53, 55, 57
- IPAC Main Menu screen, 18
- Menu Options
 - Report Output, 20, 29, 40
- Military Time Conversion Chart, 60
- Outgoing Bulk File Status, 52
- Portable Document Format, 20, 29, 40, 41
- Table of Figures, 58
- Upload the bulk file, 5
- View Confirmation, 25
- View Error(s), 35, 45
 - View Error Record, 46
 - View Error screen, 36
 - View Errors screen, 12, 27, 35
- View File, 49
- View History, 15
- Warnings
 - Windows Internet Warning Dialogue Box, 18, 37, 50
- Zip File Decompression, 17, 18, 50